

**WEST VIRGINIA BOARD OF MEDICINE**  
**Executive/Management Committee Minutes**  
**January 12, 2025**

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The West Virginia Board of Medicine's Executive/Management Committee met at 10:30 am on January 12, 2025 at the Board Office.

The following committee members attended the meeting:

Jonathan P. Lilly, MD, Executive/Management Committee Chair  
Angela A. Mayfield  
Ashish P. Sheth, MD  
Victoria L. Takubo, PA-C  
Sherri A. Young, DO, MBA, FAAFP

The following board member attended a portion of the meeting as a guest:

Christopher J. Tipton, PA-C

The following staff members attended the meeting:

Mark A. Spangler  
Jamie S. Alley, Esq.  
Evelyn R. Bush  
Greg S. Foster, Esq.  
Jamie C. Frame

With a quorum of members present, Dr. Lilly called the meeting to order, and attendance was documented by Ms. Frame.

**CALL TO  
ORDER**

Prior to today's meeting, a copy of the draft November 3, 2024 meeting minutes were made available for members to review. Ms. Mayfield moved that the November 3, 2024 meeting minutes be approved. Dr. Sheth seconded the motion, and the motion carried without opposition.

**APPROVAL  
OF MINUTES**

Prior to today's meeting, a copy of the fiscal reports and purchasing card transactions for the months of October and November 2024 were made available for members to review. Mr. Spangler provided an overview of the Board's financial status and reported that the Board continues to maintain a good financial position. Dr. Sheth moved that the October and November 2024 fiscal reports and purchasing card transactions be approved. Ms. Takubo seconded the motion, and the motion carried without opposition.

Mr. Spangler reported that as previously directed by the Committee, Board staff explored the possibility of accepting electronic bank transfer as an additional payment option for licensees and applicants and have been advised that electronic bank transfer is a viable option. Implementation of such would defray the 2.25% convenience fee that is applied to credit card transactions, which is absorbed by the Board. Dr. Sheth moved that the Committee recommend that the Board transition to accepting electronic bank transfer as a second accepted form of payment, with implementation at Mr. Spangler's discretion to avoid initial implementation during the upcoming renewal period. Ms. Takubo seconded the motion, and the motion carried without opposition.

Prior to today's meeting, a request from Albaraa Abdullah M. Badawood, MD, including supporting documentation, was made available for members to review. Mr. Spangler asked Ms. Alley to report on this matter. Ms. Alley reported that Dr. Badawood, who previously held an educational permit issued by this Board, has requested that the Board sponsor him to sit for Step 3 of the United States Medical Licensure Exam (USMLE) for a final time. The USMLE allows candidates four attempts to successfully pass any step of the exam sequence and may permit a final attempt with Board sponsorship. In this instance, based upon the facts and information available, Dr. Sheth moved that the Committee recommend that the Board sponsor Dr. Badawood to sit for Step 3 of the USMLE one additional time. Ms. Takubo seconded the motion, and the motion carried without opposition.

Prior to today's meeting, correspondence seeking the Board's position and/or guidance or regulations which pertain to the prophylactic prescribing of medication kits via telemedicine was made available for members to review. Mr. Spangler asked Ms. Alley to report on this matter. Ms. Alley reported that the Board does not currently have a position statement or guidance related to this subject matter. While prophylactic prescribing of medications does occur, it typically occurs within the context of an existing physician-patient relationship. Additionally, regardless of the medium, prophylactic prescribing of medications must comply with the standard of care and needs to occur in accord with state regulations. Ms. Takubo moved that Committee direct Board staff to gather additional information and prepare a draft response for the Committee's consideration at the March 9, 2025 meeting. Ms. Mayfield seconded the motion, and the motion carried without opposition.

Prior to today's meeting, correspondence related to the proposed name of a limited liability company (LLC) was made available for members to review. Mr. Spangler reported that the members of the company, one of whom is a medical doctor who is licensed by the Board, are seeking to open an LLC named Stanton Medical LLC. The business purpose is to own and lease real estate which is currently used for a medical practice/facility. Ms. Takbuo moved that the Committee direct Board staff to advise the company and the West Virginia Secretary of State's Office that the Board does not endorse the use of the word "medical" in the name of a company that owns and leases real estate, including real estate that is currently used for a medical practice/facility. To avoid misconception, and in an effort to clearly articulate the business purpose, the Committee suggests that the company use a name which corresponds with the business purpose, such as Stanton Real Estate LLC. Ms. Mayfield seconded the motion, and the motion carried without opposition.

Prior to today's meeting correspondence that was received from a licensee was made available for members to review. Mr. Spangler reported that the correspondence relates to statutes and policies regarding the prescribing of opioid medications. Dr. Young moved that the Committee direct Board staff to refer this matter to the West Virginia Office of the Inspector General and respond to the licensee and advise as to how to make a complaint or file a report concerning any specific provider of concern with the appropriate licensing board. Ms. Takubo seconded the motion, and the motion carried without opposition.

Prior to today's meeting the 2024 Bi-Annual Statistical Summary and Education Activity Reports for the West Virginia Medical Professionals Health Program (WVMPHP) were made available for members to review. Mr. Spangler reported that P. Bradley Hall, MD, Executive Director of the WVMPHP, will attend the March 9, 2025 committee meeting, at which time he will provide an update regarding the WVMPHP. Committee members developed a preliminary list of questions that they would like for Dr. Hall to address at the March 9<sup>th</sup> meeting. The Committee appreciates the work of the WVMPH and looks forward to discussion with Dr. Hall at the March 9, 2025 meeting.

Mr. Spangler reported that license renewal for physician assistants, controlled substance dispensing practitioner registration renewal for physician assistants, and interstate telehealth



registration renewal for medical doctors and physician assistants will begin on February 5, 2025 and will conclude at 4:30 pm on March 31, 2025. Mr. Spangler further reported that currently the following number of credentials are eligible for renewal:

<b>Credential Type</b>	<b>Number of Credentials Eligible to Renew</b>
Physician Assistants	1458
Controlled Substance Dispensing Practitioner Registrations Issued to Physician Assistants	54
Interstate Telehealth Registrations Issued to Medical Doctors	193
Interstate Telehealth Registrations Issued to Physician Assistants	30

Mr. Spangler reported that the Board has entered into a renewed lease agreement with the current landlord. The new lease is valid for a period of three years.

Prior to today's meeting correspondence that was received from Sue Painter, Executive Director of the West Virginia Registered Nursing Board, concerning the Joint Advisory Opinion Regarding Retail IV Therapy, which has been in development by the West Virginia Board of Pharmacy, the West Virginia Board of Osteopathic Medicine, the West Virginia Registered Nursing Board and the West Virginia Board of Medicine, was made available for members to review. Mr. Spangler reported that the Registered Nursing Board makes the following additional recommendations to the Joint Advisory Opinion:

- A modification of the sentence which reads "IV therapy, including IV hydration therapy, is the practice of Medicine." to read as "IV therapy, including IV hydration therapy, is the practice of prescribing healthcare providers."
- A modification to the sentence which reads "IV therapy requires the insertion of a needle into a patient's vein for the intravenous administration of fluid into a patient's bloodstream, monitoring the patient during and at the conclusion of treatment, and removal of the IV catheter thereafter. This is a medical procedure which requires supervision by licensed healthcare professionals." to read "IV therapy requires the insertion of a venous access device to administer fluid into a patient's bloodstream, monitoring during and at the conclusion of treatment, and

removal of the IV device thereafter. This is a medical procedure which requires supervision by licensed healthcare professionals.”

- A modification to the sentence which reads “Drug compounding must follow specific safety, stability, and sterility guidelines (as defined by USP 797, 2023 revised standard for immediate use only compounds), and may only be undertaken by licensed pharmacists and, in certain circumstances, legally qualified practitioners of medicine.” to include guidelines for medical assistants and nurses.

Additionally, the Registered Nursing Board inquired whether a checklist should be developed. The Committee was not opposed to the grammar modifications offered in the second bullet point above, but determined that the other proposals offered are incompatible with the purpose and intent of the advisory opinion. Additionally, Committee members determined that it would be best to proceed with publishing the advisory opinion as soon as possible, and to develop a checklist at a later date if warranted. Ms. Takubo moved that the Committee direct Board staff to communicate with the Registered Nursing Board concerning the proposed modifications and the Board of Medicine’s responses thereto. Ms. Takubo further moved that if consensus between all boards cannot be reached, that the Board of Medicine pursue publishing the opinion in concert with the Board of Osteopathic Medicine and the Board of Pharmacy. Ms. Mayfield seconded the motion, and the motion carried without opposition.

Mr. Spangler reported that Board staff continue to work with the West Virginia Purchasing Division to procure a new database and website.

Mr. Tipton joined the meeting at this time as a guest.

Mr. Spangler reported the following staff updates have occurred since the November 2024 meeting:

- Scott A. Wilkinson, who served as the Board’s IT Coordinator since 2014, retired at the end of December. The Board appreciates Mr. Wilkinson’s many years of service and wishes him the best in his retirement.
- Samantha N. Gutierrez, who served as the Licensure Analyst for physicians licensed via the Interstate Medical Licensure Compact pathway and Special

Projects Coordinator, recently obtained a forensic computer degree. Ms. Gutierrez has filled the IT position that was vacated by Mr. Wilkinson.

- Sara J. Fields, who served as Licensure Analyst for providers whose last names begin with the letters A through G, has been hired into the position of Senior Licensure Analyst. This position will process the Interstate Medical Licensure Compact pathway applications and requests and will serve as a resource/assistant to other licensure analysts.
- Christina H. McNealy, who served as the Receptionist/Administrative Office Assistant, has been hired to serve as the Licensure Analyst for providers whose last names begin with the letters A through G.
- Bonnie L. McClure has been hired to serve as the Receptionist/Administrative Office Assistant. Ms. McClure will begin her employment with the Board on January 27<sup>th</sup>.

ADJOURNMENT

There being no further business to consider, Ms. Takubo moved that the meeting adjourn. Ms. Mayfield seconded the motion, and the motion carried without opposition.



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Jonathan P. Lilly, MD  
Executive/Management Committee Chair